

Chapter 4: Shipboard Logistics Management

4.0 Sustainability and Accountability

The primary purpose of the RRF Logistics Support System (RRF/LSS) is to enable an RRF vessel to sustain itself operationally for 180 days.¹ This capability is maintained through the strict management and accountability of the shipboard spare parts.

4.1 Use of Shipboard Spare Parts

The Ship Manager is required to use shipboard spare parts to perform routine maintenance of RRF vessels.^{2,3} However, in some situations the extensive use of shipboard spare parts to support *planned maintenance* is considered uneconomical. These situations are as follows:

4.1.1 Overhauls and Availabilities

Ship overhauls and availabilities are considered planned maintenance. Routinely used spare parts that are necessary to complete maintenance or equipment change-outs during these periods will be purchased in advance, or provided by the shipyard or subcontractor. Shipboard spare parts can be used to support an overhaul or availability only in emergency situations

The Ship Manager is required to use shipboard spare parts to perform routine maintenance of RRF vessels.

when the lack of a unique spare part would impede the progress of the overhaul or ship availability.⁴

4.1.2 Scheduled Repairs Accomplished by Outside Subcontractors

Except in emergencies, contracts for routine maintenance accomplished by outside subcontractors must require the vendor to provide common or routinely used parts.

4.2 Control and Accountability of Shipboard Spare Parts

4.2.1 The PC-SAL Module is an Accountable Record

MLSS, and its subordinate real-time module, PC-SAL, constitute the accountable record for the receipt and issue of all shipboard spare parts. The Ship Manager or Chief Engineer of a school ship will properly maintain PC-SAL at all times.⁵

4.2.2 Care and Safekeeping of Government Property

The Ship Manager is responsible for the care and safekeeping of all spare parts on the vessel. This includes spare parts in boxes or drawers originally sealed by the Government, open boxes, and boxes temporarily sealed by the Ship Manager.⁶

4.2.3 Seals

Seals are used to establish and maintain the accountability spare parts stored in boxes, cabinet drawers and storerooms. Although the physical barrier presented by a seal depends on the type of seal used, the purpose of the seal is to indicate whether a box, drawer or space has been entered.

The Government has sealed most boxes and drawers on RRF vessels. Seals applied by a Government representative are referred to as "Permanent Seals," and have a unique number and appear different in color or numeration than seals provided to Ship Managers. The

¹Maritime Administrative Order 630-7, dated June 24, 1996, paragraph 5.05.3.

²Maritime Administration Policy Decision Memo 97-5, dated August 12, 1997.

³CFR 101-26.107

⁴Maritime Administration Policy Decision Memo 97-5, dated August 12, 1997.

Federal Acquisition Regulations (FAR) Subpart 45.5 Management of Government Property in the Possession of Contractors.

⁵Federal Acquisition Regulations (FAR) Subpart 45.505 Records and Reports of Government Property.

⁶Federal Acquisition Regulations (FAR) Subpart 45.5 Management of Government Property in the Possession of Contractors.



Government is NOT required to seal boxes and may choose not to do so. The absence of a seal, a broken seal, or a seal with a number different from the number recorded in the Seal Log (a database contained in PC-SAL) indicates the accountability for that particular box, drawer or space may have been compromised.

4.2.4 Maintaining the Accountability of Spare Parts Boxes

The Ship Manager or maritime academy is responsible for properly maintaining the PC-SAL database of all boxes or drawers unsealed by the ship's crew until they are re-sealed with a Permanent Seal by the Government.

4.2.5 Opening Sealed Boxes and Drawers

When a Ship Manager needs to obtain a spare part, the ship's crew will locate the appropriate box or drawer using PC-SAL, cut the seal, and retrieve the part. Except as provided for in paragraph 4.2.9, the spare parts box or drawer will be sealed immediately using a unique, numbered seal provided to the Ship Manager by the region LMO, called a "Temporary Seal." Open spare parts boxes or drawers must not be left unattended.⁸

Open spare parts boxes or drawers must not be left unattended.

4.2.6 Changes to Seal Logs

After the ship's crew enters a sealed spare parts box or drawer, the Ship Manager will update the vessel's PC-SAL Seal Log. The Ship Manager will record the following in the vessel's Seal Log:

- a. The identification number of the seal cut to obtain the part;
- b. The number of the Temporary Seal affixed by the Ship Manager; and
- c. Any other pertinent information required by the *PC-SAL 4.0 User Guide*.

4.2.7 Government Sampling and Re-sealing of Spare Parts Boxes

On a regular basis, the region LMO, or members of the region logistics staff *may* (but are not required to) remove Temporary Seals applied by the Ship Manager and sample the contents of the spare parts boxes or drawers. The LMO or the region logistics staff will then apply a Permanent Seal and update PC-SAL.

4.2.8 Contractor Application of Permanent Seals

Under no circumstances will the Ship Manager apply Permanent Seals or document the application of Permanent Seals in PC-SAL.

On rare occasions Permanent Seals may be sent to an RRF vessel in advance of a visit by MARAD logistics personnel. These packages will be held in the custody of the Chief Engineer until MARAD representatives arrive.

4.2.9 Padlocks

Padlocks must not normally be used to secure MARAD spare parts boxes or drawers. The Ship Manager may, on occasion, use a padlock to temporarily lock an open box or drawer that holds parts for an ongoing repair. However, once the repair is complete the Ship Manager must re-seal the box or drawer with a Temporary Seal provided by the region LMO. The large-scale use of padlocks to secure spare parts boxes or drawers is not authorized.

4.2.10 Storeroom Security and Cleanliness

When not in use, and where physically possible, storerooms on ROS-4 and ROS-5 day vessels will be locked. Storerooms on RRF-10, RRF-20 and RRF-30 day ships should be locked, and sealed, where possible.

Storerooms will be kept neat and clean. All repair parts listed in PC-SAL must be properly stowed. Those parts that are too large to fit in a drawer must be mounted on a bulkhead, or placed in a secure location. Hazardous items will be stowed in accordance with Appendix J.

⁸ *Federal Acquisition Regulations (FAR)*, Subpart 45.502, Contractor Responsibility.



4.3 Material Issue

To issue material, the ship's crew will cut the security seal and remove the needed item. After the part has been issued, the ship's crew must inventory the contents of the box or drawer and apply a Temporary Seal. This process, called a *perpetual inventory*, is the approved inventory methodology for use on the Ship Manager's contract.⁹ Ship Managers are always free to inventory any spare parts box or drawer; however, this does not relieve them of their responsibility to conduct a perpetual inventory when the box is unsealed.

The following will be documented in PC-SAL after a perpetual inventory of a box or drawer has been conducted:

- a. Items issued for ship repairs
- b. Items found to be missing
- c. Items in the box or drawer but not listed in PC-SAL

After a part has been issued, the ship's crew must inventory the contents of the box or drawer and apply a Temporary Seal.

4.4 Contractor Responsibility to Initiate the Replenishment of Spare Parts

If a repair part line item falls below its allowance in PC-SAL, the Ship Manager must either:

- a. Generate a purchase order in PC-SAL to replenish the item up to its allowance; or
- b. Forward an Allowance Change Request (ACR) to reduce the allowance.

If additional funding is required, the Ship Manager must generate an RMS entry to fund the purchase of replacement spare parts.

Ship Managers are required to screen SBS before buying any part for the maintenance of an RRF vessel.

4.5 Spare Parts Replenishment

4.5.1 SBS Warehouses

MARAD maintains three region warehouses that contain a large quantity of unused/servicable spare parts and equipment that have been removed from RRF vessels. This inventory of MARAD spare parts is called Shore-based Spares (SBS). SBS is considered the "first source of supply."

4.5.2 Shore-based Spares is a Mandatory Source of RRF Spare Parts

To reduce RRF maintenance costs, Ship Managers are *required* to screen the inventory of all MARAD SBS warehouses before buying *any* part needed for the maintenance of the vessel (emergencies excluded).¹⁰ If the needed part is available from an SBS warehouse, the Ship Manager *must* request the item. Most items will be shipped to RRF vessels at no cost.

4.5.3 Requesting an Item from SBS

All three region warehouses can be screened and requisitioned easily by logging onto MLSS.us. Items can also be requested by contacting the region LMO. The LMO will review the request and then either issue the item from stock, or forward the request to the region warehouse holding the item. SBS items are available on a "first come, first serve" basis, unless they are being held for a specific program (such as OPDS) or vessel.

4.5.4 Required Remarks on All Spare Parts Purchase Requests

All purchase requests for spare parts *must* contain a statement certifying that Shore-Based Spares have been screened.

4.5.5 Use of SBS to Support Federal or MARAD-owned School Ships

It is strongly recommended that school ships screen SBS before purchasing spare parts. As with other RRF vessels, most parts held in the three SBS warehouses will be forwarded to federally owned school ships at no cost.

⁹ *Federal Acquisition Regulations (FAR) Subpart 45.508, Physical Inventories.*

¹⁰ CFR 101-26.107

Maritime Administration Policy Decision Memo 97-5, dated August, 12, 1997.

Federal Acquisition Regulations (FAR) Subpart 45.5 Management of Government Property in the Possession of Contractors.



4.5.6 Obtaining Items from GSA or the Defense Logistics Agency (DLA)

In rare cases, items may only be obtained from DLA or GSA sources. This is particularly true of former Coast Guard, Navy or MSC ships. These items can be obtained by contacting the region LMO. When requesting DLA or GSA items, the following information will be required by the LMO to process the request:

- Vessel Name and shipping address
- Nomenclature of the part
- National or Federal Stock Number (NSN/FSN)
- Manufacturer
- Quantity required
- Unit of Issue

The LMO, working with MAR-614, will determine the availability of the item(s), and if funding permits, submit a requisition into the Federal Supply System (FSS). Items requisitioned from FSS are normally delivered to the region warehouse for onward shipment to the requesting vessel.

4.6 Material Receipt

4.6.1 Spare Parts Purchased by the Ship Manager

The Ship Manager is responsible for the proper inventory, receipt, inspection and handling of all spare parts purchased by the Ship Manager for the Government.¹¹ This includes the resolution of all shortages and overages as well as the management and proper return of non-conforming material.

4.6.2 Stowing Spare Parts

After a newly purchased item has been inspected, the Ship Manager must properly label the part, stow it in a spare parts box or drawer, and update PC-SAL within five (5) working days.¹² The Ship Manager must ensure that the receipt price is entered into PC-SAL.¹³

4.6.3 Labels

All MARAD spare parts will be labeled.¹⁴ The label will contain the following information:

- The assigned barcode for the item
- Item name or description
- Part number (as called out by the vessel's technical manual)
- Unit of issue

Additional information, such as manufacturer or storage location is optional.

4.6.4 "Push" Material

On many occasions MAR-614 will procure and ship spare parts and other specialized equipment (such as force protection gear) directly to RRF vessels. These items, also called "push" material, must be placed in a spare parts box or drawer, and PC-SAL updated within five (5) working days of receipt of the material.¹⁵

4.7 Transferring Items

4.7.1 Transferring Items to Other RRF Vessels

Spare parts and equipment may be transferred between RRF vessels as long as:

- Operational consent by the controlling regions involved has been given (See Table 4-1);
- The transfer is properly documented on a DD1149. (see Figure 4-1) Do not use a PTN.

	Within the Region	Among Different Regions
Equipment	Supervisory Marine Surveyor or SOMO	SOMO
Parts	Surveyor	Supervisory Marine Surveyor or SOMO

Table 4-1: Authority to transfer parts and equipment to other vessels.

¹¹ *Federal Acquisition Regulations (FAR)*, Subpart 45.502, Discrepancies Incident to Shipment.

¹² *Federal Acquisition Regulations (FAR)*, Subpart 45.506(a), Identification.

¹³ *Federal Acquisition Regulations (FAR)*, Subpart 45.505, Records of Pricing Information.

¹⁴ *Federal Acquisition Regulations (FAR)*, Subpart 45.506(a)(1), Identification.

¹⁵ *Federal Acquisition Regulations (FAR)*, Subpart 45.506(a), Identification.



It is the responsibility of the transferring MARAD surveyor to obtain authority to remove spare parts from a vessel. (Note: The transfer of “*excess*” spare parts and equipment from RRF ships to region SBS warehouses is discussed in Chapter 7.)

4.7.2 Distribution of the DD1149

The transfer of spare parts and outfitting will be documented as follows:

- a. The donating vessel must prepare a DD1149 to accompany the item being transferred.
- b. Once the item has been received and inventoried, the receiving Ship Manager will sign the DD1149 and return the original copy to the donating ship.
- c. The original signed copy of the DD1149 will be retained by the Ship Manager onboard the donating ship for subsequent audit by the Government.
- d. Both vessels will properly document the transfer in PC-SAL.

4.8 Required Files

The Ship Manager must retain the following accountable records:

4.8.1 The Vessel’s PC-SAL Database

As an accountable record, PC-SAL must be “backed up” to a removable disk or external hard drive on a regular basis, but not less than once a week. During periods of increased activity, PC-SAL should be backed up more than once a week.

4.8.2 Surveys and MA-998As

The Chief Engineer of the vessel will retain a copy of all Surveys (DOT 4410) and MA-998As submitted to the region LMO.

4.8.3 Receipt and Shipping Documents File

The Ship Manager will retain a copy of all DD1149s, DD1348s, or other shipping documents **both initiated or received** by each vessel. This includes documents used to transfer or receive items from the DRMO.

4.8.4 Purchase Request File

The Chief Engineer will maintain a file of all outstanding Purchase Requests forwarded to the Port Engineer for procurement. Once the items listed on these purchase requests have been received, the completed purchase order will be removed from the Purchase Request File.



SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved
OMB No. 0704-0188
Expires Dec 31, 2008

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing existing materials, gathering existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Services, Directorate for Information Operations and Reports (2054 DSW), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display this burden estimate number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. **FORM NUMBER**
MARAD SBS Warehouse, South Atlantic Region
1540 Crossways Blvd., Ste G
Chesapeake VA 23320-2842

2. **ISSUING OFFICE**
MV CAPE KNOX
Poland Ave. Wharf
New Orleans, LA

3. **SHIP TO**
Chief Engineer

4. **DATE**
2002-01-03

5. **DATE SHIPPED**
2002-01-03

6. **MODE OF SHIPMENT**
FedEx

7. **SHIPMENT DESIGNATOR OR PORTAL REFERENCE NO.**
2345243865

8. **ISSUING OFFICE**
D. Powell

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